



Missouri Department of Elementary and Secondary Education
Educator Certification/Conduct & Investigations
P.O. Box 480
Jefferson City, MO 65102-0480
Phone: (573) 522-8315
FAX: (573) 522-8314

FBI Background Check Procedures

1. Complete and sign two (2) fingerprint cards.

Include the following on Both cards, and Please Print Clearly:

- | | |
|--------------------------|------------------|
| ✓ Name | ✓ Height |
| ✓ Address | ✓ Weight |
| ✓ Social Security Number | ✓ Eyes |
| ✓ Date of Birth | ✓ Hair |
| ✓ Sex | ✓ Place of Birth |
| ✓ Race | |

2. Take the two (2) fingerprint cards to any law enforcement official to be fingerprinted.

3. Return the two (2) fingerprint cards to:

Missouri Department of Elementary and Secondary Education
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Jefferson City, MO 65102-0480

A return envelope is enclosed. **Do Not Bend the Fingerprint Cards.**

4. Enclose a \$38 certified check or money order made payable to the Treasurer, State of Missouri with the two (2) fingerprint cards. **Please Note: This \$38 certified check or money order should not be combined with any other fees. Do Not Send a Personal Check.**

****EFFECTIVE AUGUST 28, 2003, THE FEE FOR BACKGROUND CHECKS HAS INCREASED FROM \$22 TO \$38**